

Director of Workplace Relations Office of the Circuit Executive Telework Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE

ca4.uscourts.gov

PHONE

804-916-2184

Where **INTEGRITY**,
COLLABORATION, **COLLEGIALLY**,
& exceptional **CUSTOMER**
SERVICE are our values.

ABOUT THE JOB

The Director of Workplace Relations leads the Fourth Circuit's efforts in preventing and resolving workplace conduct issues. The incumbent serves as the primary expert on workplace conduct matters and provides confidential and impartial assistance to all judiciary employees and judges. The incumbent also develops and conducts training related to workplace conduct and dispute resolution and supports Employment Dispute Resolution Coordinators throughout the Circuit.

WHAT WE ARE LOOKING FOR

We are looking for someone with a clear strategic vision for the position, who is a strong leader and trainer, who can think creatively and innovatively, who is a superb problem-solver, and who has a passion for helping people.

WHAT WE OFFER

The opportunity to work autonomously yet collaboratively, to develop this new program locally as well as nationally, and to make a contribution to the administration of justice in this critically important area.

- **Announcement #:** 2023-DWR
- **Location:** TBD – Telework Opportunity within the Fourth Circuit States (MD, NC, SC, VA, and WV) or Washington, DC.
- **Appointment:** Career / Fulltime
- **Schedule:** Flexible
- **Open Until Filled** – Preference given to applications received by February 28, 2023.

PAY RANGES

Pay ranges are based on the Rest of the US pay table and could be higher based on the location of the duty station.

- \$93,102 - \$151,329 (CL-30), or
- \$109,508 - \$178,010 (CL-31).

Range and step within the range depend on experience and qualifications.

OPPORTUNITY

- Partner with court units to develop, interpret, and implement policies, procedures and practices, and trainings related to dispute and grievance resolution that enhance our exemplary workplace.
- Apply your mediation and people skills to resolve internal grievances and workplace-conduct issues.
- Identify trends in workplace concerns and training and by partnering and collaborating with circuit leaders to address these trends.
- Lead the Fourth Circuit in defining regional as well as national workplace environment policies, training, and communications.
- Travel throughout the Circuit to meet and provide support to our people. Represent the Fourth Circuit at national conferences.
- Perform other related duties as assigned or necessary to support our exemplary workplace.

QUALIFICATIONS

Required

- CL-30 - Minimum of three (3) years of full-time specialized experience.
- CL-31 - Minimum of five (5) years of full-time specialized experience **as well as** experience developing a program or department.
Example: Specialized experience might include progressively responsible experience in employment law, employee relations, employment dispute resolution, mediation, or a similar field.
- A bachelor's degree from an accredited college or university in employment relations, human resources, or a related field.
- Advanced ability to think critically and strategically, and to develop and implement innovative programs and practices.
- Experience with workplace investigations and dispute resolution processes or the equivalent.
- Excellent mediation skills, leadership skills, organizational skills, attention to detail, the ability to respond to requests on short notice, and the ability to manage multiple tasks and meet stringent deadlines are essential.
- Outstanding interpersonal skills, collaborative problem solving and consensus building skills, and exceptional emotional intelligence.
- Ability to communicate effectively both orally and in writing, including the ability to develop, lead and facilitate trainings as well as difficult discussions regarding sensitive matters regardless of the employee's position in the organization.
- Proven ability to demonstrate sound judgment, innovative thinking, and to maintain strict confidentiality.

Preferred

- An advanced degree in law, labor and employment relations, mediation, or related field; **OR** professional certification in one of these areas or in a related field.
- Familiarity with the federal courts and the regulations and policies of the judicial branch of the federal government.

HOW TO APPLY

Email the following in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov.

- (1) **Cover Letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **Judicial Branch Application: [AO78-Application for Employment](#)**.

Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged.

Interviews will be held in person in Richmond, VA. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.

BENEFITS

- **Health, Dental, Vision, Life, and Long-Term Care** insurance are available.
- **Vacation, Sick Leave, and Holidays.**
- **Retirement (FERS).**
- **Thrift Savings Plan** (similar to a 401(k) plan).
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Mass Transit Subsidy** (location and budget dependent).

The Court is a qualifying employer for Public Service Loan Forgiveness.

CONDITIONS OF EMPLOYMENT

Must be a citizen of the United States or meet requirements for compensation under current law. Positions with the U.S. Courts are excepted service appointments, meaning they are at will and can be terminated with or without cause by the Court. Employees are subject to *The Judicial Code of Ethics and Conduct*, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.